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[redacted] 25X1A9a

[redacted] 1950

Chief, Management Staff

Chief, Records Management Staff

Weekly Report - Week Ending 3 April 1953

1. Contributions

a. Tangible

25X1A8a (1) Completed a proposal for Shelf File Installation, [redacted] The proposal provides savings of 50% in floor space; a 5 year expansion area for files and the release of 77 5-drawer non-safe cabinets with a net savings of $3,000 in equipment costs.

(2) Completed the installation of 7 filing systems in Geographic area/CER.

25X1X8 (3) [redacted] reports a destruction of 17 cu. ft. of inactive records as the result of the application of their Records Control Schedule which we prepared for them.

(4) Completed 13 new and revised forms.

(5) Received 276 cu. ft. of inactive records in the Records Center and destroyed 19 cu. ft.

b. Intangible

(1) Prepared an article for the Support Bulletin entitled, [redacted]

25X1C4a [redacted]

(3) Assisted the Area Records Officer, DD/P in the preparation of the estimates of printing costs for forms. This amounts to about $50,000 annually.

(4) Assisted three operating office representatives in the preparation of applications for training in Records Management at American University this summer.

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2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of Personnel.

(2) OTR.

(3) Office of DD/S.

b. Installation of Filing Systems. See 1a(2) above.

c. Thirty-one new and revised forms pending.

d. Revision of Travel Order, Form No. 540.

e. Forms Management Survey, Printing Services Division.

f. Shelf File Installations.

(1) Library/OCR.

(2) Map Library, ORR.

(3) [redacted] A Shelf File Installation has been tentatively agreed to, and specifications are being prepared. FOIAb3b1

(4) Acquisition Branch/OCR Library. Proposal for installation of special shelving for books in process of development.

g. Graphics Register Index.

h. Records Management Survey, Office of DCI. Fact finding continues. Chief of Executive Registry visited the Records Center and the Vital Materials Repository with representive of this Staff.

i. Special Filing Equipment, [redacted] Appropriate equipment to house a card file of about 100,000 items is being considered. FOIAb3b1

3. Assignments - Inactive

a. Filing System for Biographic Profile, Office of Personnel.

b. Security Office, Shelf File.

c. Survey of Vital Personnel Records.

d. Review of filing installation, Building Planning Staff.

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4. News

a. The addition to the new Records Center is scheduled for completion by approximately 1 May.

b. The new Dispatch form has been printed and delivered. Inspection of the new forms revealed an error in printing by failure of the contractor to follow specifications. A satisfactory solution has been found, however, and DD/P, the principle user, has accepted the modification which will permit use of the forms without reprinting them.

25X1C10e [redacted]

25X1A9a

[redacted]

25X1A9a

[redacted]

Mgt/S/R [redacted] 4 April 1958)

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